

CITY OF HOUSTON

Job Posting

PC

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Applications accepted from:

ALL PERSONS INTERESTED

Job Classification Posting Number Department Division LIBRARIAN IV PN# 110057 Library Central Services Clayton Library

5300 Caroline

Rotating Schedule*

Section
Reporting Location
Workdays & Hours

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages the operations of the Clayton Library Center for Genealogical Research. Supervises Clayton Library staff, including recruitment, selection, training, and evaluation. Coordinates and evaluates service programs, offering programs, presentations, and exhibits to stimulate attendance and library use. Performs information delivery and monitors collection development. Serves as a senior reference librarian and subject specialist, cooperates with other library services units including COMS, Technical Services, and IT. Recommends systems and procedures to improve organization and use of materials and to improve the Library's collection and services. Monitors expenditures/budget to ensure full expenditure of allocated city and private funds. Participates in professional organizations, committees, attends meetings and conferences and maintains knowledge of current developments in the field. Encourages participation in internal and external staff development activities. Participates in special programs and projects. Work proactively with Clayton Library Friends. Requires evening and weekend (Saturday and Sunday) shift work.

10 WORKING CONDITIONS

Must have excellent communication skills, oral and written. Must be able to use a computer to access/input information. Ability to move freely throughout the work environment. Position requires stooping and bending, lifting library materials up to 20 pounds.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Master Degree in Library Science from an ALA accredited program.

12 MINIMUM EXPERIENCE REQUIREMENTS

Requires four (4) years professional librarian experience including at least one year of management experience.

13 MINIMUM LICENSE REQUIREMENTS

None.

14 PREFERENCES

Strong public services background. Demonstrated organizational and planning skills and ability to direct and motivate staff. Current computer skills (Microsoft Windows, Word, Excel and Access). Experience working in a multi-library system environment a plus. Valid Texas Driver's License.

None

 \square No

15 | SELECTION/SKILLS TESTS REQUIRED

However, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION X Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25

\$1791 - 2370 Biweekly \$46,566 - 61,620 Annually

18 | *OPENING DATE* April 19, 2006

CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

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Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer